

**OFFICE OF THE GENERAL COUNSEL
DIVISION OF OPERATIONS-MANAGEMENT**

MEMORANDUM OM 96-16

February 15, 1996

TO: All Regional Directors, Officer-in-Charge, and Resident Officers

FROM: B. Allan Benson, Acting Associate General Counsel

SUBJECT: Comment on Reporting Contract

The current contracts for verbatim stenographic court reporting services expires September 30, 1996. In order to have contracts in place by October 1, 1996, we are in the process of reviewing our requirements. To assist us in this effort, please review the current contract and comment on any recommendations for changes in the specifications. These contracts are usually awarded for one year with an option to extend the contract for one additional year.

Additionally, to ensure that the best competition is received, we ask that you provide the names and locations of any reporting firm(s) in your area who have either had experience in dealing with our contract or who have expressed an interest in providing this coverage. If such firms are not on our mailing list, we will add their names so that a copy of the solicitation will be sent to them when it is issued.

All offices are cautioned that specification changes may occur in the upcoming solicitation. When the solicitation becomes available, we ask that you familiarize yourselves with all new contract requirements. If you are in need of a copy of the current contract, please contact Paula Roy or Linda Blake in the Contract and Procurement Section (202-273-4210).

It is requested that all written comments be submitted to James H. Sunderlin, Chief, Procurement and Facilities Branch, by the close of business March 1, 1996.

B.A.B.

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